



**MINU A N**

**8606522092,7012181908  
anminu1989@gmail.com**

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### **Professional Summary**

- MBA – HR
- 8.6 Years Experience
- Strong verbal & written communication skill in both English & Malayalam

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### **Professional Experience**

**Welcare Hospital, S.A Road, Vyttila**

**Designation: - HR Manager**

**Duration: 18.03.2021 – till date**

Handling responsibility of HR related affairs and overseeing departmental functions and managing employees in the hospital. Managing disciplines such as compensation and benefits, training and development, employee relations, recruitment, joining formalities, Salary processing, Attendance monitoring, Performance appraisals, Resignation, Full & final settlements etc.

#### **Job Profile:**

- Designing and implementing company's HR policies.
- Setting objectives and goals for the team and also track progress.
- Monitoring the institution's HR systems as well as databases.
- Addressing employees' queries
- Reporting on costs incurred on HR to management.
- Guiding staff and management of institution's HR policies and regulations.
- Make important policy, planning, and strategy decisions.
- Help promote a company culture that encourages top performance and high morale.
- Support worker communication with the management team.
- Statutory Responsibilities
- Staffing Responsibilities
- Material & Stock Responsibilities
- Quality Assurance Responsibilities
- Interdepartmental Coordination Responsibilities


 **Silverline Hospital, Centre for Diabetes, Thyroid & Endocrinology  
Kadavanthra, Kochi (NABH Accredited)**

**Designation: - Asst. Manager - HR**

**Duration: 06.11.2017 – 16.03.2021**

**Job Profile:**

- Identification & planning of requirements of Human Resource
- Selection & recruitment process
- Process documentation of NABH
- NABH Assessment processes
- Maintenance of Data Bank
- Training & Development programme
- Induction and orientation of new entrants
- Staff duty management
- Attendance and leave management
- Performance Appraisal
- Salary management process
- Grievances redressal process
- Disciplinary action process
- Employee satisfaction
- Organizing, arranging committees & preparing minutes of meetings
- Updating & maintaining employment status
- Preparing relevant letters & certificates for the concerned
- Preparing Annual calendar for HR related activities (trainings & committees)
- Conducting Maintenance & facilities rounds
- Preparing circulars
- Completing Resignation / termination procedures

 **VPS Lakeshore Hospital & Research Centre Ltd.  
Nettoor, Ernakulam (NABH Accredited)**

**Designation:- Executive - HR**

**Duration: 02.12.2011 – 15.09.2015**

**Job Profile**

- Recruitment
- Leave & Attendance Management
- Employee Personnel File Management
- Joining formalities of new joiners
- Employee reference & verification
- Induction & Orientation for new joiners
- HR Training
- Employee Grievance Handling
- Exit Formalities of Resigned Staff

 **Kalabhavan Talent Residential School, Edachira, Kakkanad**

**Designation: - Secretary to Principal cum Administrative Assistant**

**Duration: 03-11-2010 – 31-05-2011**

Job Profile:

- Secretarial job
- Management of administration
- Arrangement of meetings & functions
- Monitoring daily activities of faculties

 **ESIC – NIIT – Panchdeep Software Project**

**Designation: - Trainer**

**Duration: 06-06-2010 – 04-09-2010**

Job Profile:

Trainer in a project for ESIC “PANCHDEEP” Coordinated by WIPRO – NIIT –in implementing the new Software and Basic Computer Knowledge in Hospital Information System for ESIC Employees including Doctors, Paramedical Staff & Administrative Staff all over Kerala.

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**Computer Knowledge**

- ✓ Well versed in MS Office(Excel/Word/PowerPoint)
- ✓ Soft ware – Medeware- HRM, Payroll

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**Academic Credentials**

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|--|------------------|--------|
| ✓ Digital HR- Certificate Course                     | - FICCI/greytHR- | 2021   |
| ✓ MBA- HR  | - IGNOU          | - 2020 |
| ✓ Post graduate Diploma in Human Resource Management | - IGNOU          | - 2018 |
| ✓ Diploma in Management                              | - IGNOU          | - 2014 |
| ✓ B A English Language & Literature                  | - MG Uty         | - 2010 |
| ✓ Higher Secondary                                   | - Kerala State   | - 2007 |
| ✓ SSLC   | - Kerala State   | - 2005 |

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**ACHIEVEMENTS**

- ✓ Rashtrapathi Puraskar (President’s Award) in Bharath Scouts and Guides.
- ✓ Won prizes in District & State Level Youth Festivals (Dance & Music).
- ✓ Won prizes in District Level School Sasthrolsavam Work Experience Competitions.
- ✓ Active member in National Service Scheme.

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**KEY SKILLS**

- ✓ **Communication Skills** - Exceptional listener and communicator who effectively conveys information verbally and in writing.
  - ✓ **Analytical & Research Skills** - Demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes through highly analytical thinking and analysis.
  - ✓ **Computer & Technical Literacy** - Computer-literate performer with extensive software proficiency covering wide variety of applications.
  - ✓ **Flexibility/Adaptability/Managing Multiple Priorities**- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
  - ✓ **Interpersonal Abilities**- Proven relationship-builder with unsurpassed interpersonal skills.
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## Personnel Information's

- ✓ Address : Shreyas, GNRA-18, Gasari Nagar, Lane No:4,  
Eroor, Tripunithura, Ernakulam - 682306
- ✓ DOB : 08<sup>th</sup> May, 1989
- ✓ Contact No : 8606522092, 7012181908
- ✓ Marital Status : Married
- ✓ Spouse : Vivek U Menon
- ✓ Occupation : Credit Manager (Yes bank)
- ✓ Caste & Religion : Hindu- Nair
- ✓ Email : [anminu1989@gmail.com](mailto:anminu1989@gmail.com)

Reference can be produced if necessary

## DECLARATION

I hereby declare that all the details furnished by me are true to the best of my knowledge.

Place: Ernakulam

Date: 13.12.2021

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